

Ridgefield Housing Authority  
Ridgefield, CT 06877

Approved RHA Meeting Minutes

Wednesday, April 3, 2024  
Ridgefield, CT 06877

**Meeting via Zoom- 305 224-1968 (266 192 1953)**

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**Commissioners Present:** Vincent Liscio, (VL) Paul Janerico (PJ), Ed Baird (EB), Jan Hebert (JH) (All on Zoom)

**Commissioner Absent:** Maree Macpherson (MM)

**REM Staff:** Wade Rockwood (WR)

**RHA Residents:** Nancy Higgins

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**A motion to approve RHA Regular Meeting Minutes** from March 20, 2024, with no changes, was made by Ms. Hebert and seconded by Mr. Janerico, all present approved.

**A motion to approve Financial Report** was made by Ms. Hebert and seconded by Mr. Liscio. All present approved.

**A motion to adjourn the RHA Meeting** was made by Mr. Janerico and seconded by Ms. Hebert, all present approved.

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Mr. Liscio called the Meeting to order at 8:01AM and read the Mission Statement and asked for approval of meeting minutes, which was approved.

**Management Update:** Mr. Rockwood met with the Commissioner on Aging, Joe Ternullo, and State Representative (D) Keith Denning to discuss the RHA affordable housing and the Ballard Green Walkways and the possibility of additional funding opportunities. The Commission on Aging spoke of suppling

IPADs and education/training on the use of IPADs for residents. Annual Recertification process started April 5 for the distribution of packages to residents and now will be meeting with residents to assist with the preparation of the packages. There has been a change in the timing of rent adjustment notifications from 30 days to 45 days' notice. Power washing of all building will take place and 4 quotes are in and need to be reviewed. Residents will be notified as soon as contract signed. (JH) IPADs – question about WIFI – will we need to have WIFI installed for IPADs. Is it true that WIFI already installed on IPADs? Another Program offering is to take residents out for breakfast in small groups, to join behavior health representatives, to have a dialogue about issues the residents may experience. (VL) Kudos to the Office on the Aging! Wade, please have 2 computers set up and get printers attached for residents' use. Community Room at Ballard and one for Congregate. Check on requirements for WIFI and if multiple individuals can be connected to the same computer. Discussion ensued concerning the recertification process and potential rent increases. WR has to make report with CHAFA where residents can comment. There is a tight window to meet the date requirements so it's being suggested that the meeting on May 15 be moved up one week to May 8. But, will we have enough time to process/prepare the financials to do this? (PJ) believes Robert will have analytics of rent increases from last year in the middle of April for May 8<sup>th</sup> meeting. Robert and Renee will make recommendations. (VL) Can we start this process a bit earlier next year? (PJ) What information is needed – Resident Recertification and Rent Increases. 120 days from renewal is July – April 1. We can't use any verification earlier than April 1. Suggest meeting be moved to May 8<sup>th</sup> and we consolidate meetings on 1<sup>st</sup> and 15<sup>th</sup> to one meeting on the 8<sup>th</sup>. But, should we cancel meeting on the 1<sup>st</sup>?

**Financial Report** Three Topics: 1. Financial Analysis of prior months; 2. LP Exit and 3. Rent Increase Analysis:

1. Financial Analysis: Reviewed revised January with Budgets & February, with some outstanding questions for Robert. Meadows: YTD Revenues of \$53K for February and \$24K Net Operating Income, which is right on budget. Negative cash of \$25K – doesn't appear valid. \$342K in Reserves, which is an increase over January.

LP: (Ballard Green/Congregate/General Apts). YTD Revenues of \$322K with expenses of \$232K resulting in \$89K Net Operating Income. This is \$8K off budget. Cash was \$171K at the end of February and Reserves \$1,126K up from January but will likely not grow this year. There may be some months with growth

in reserves but anticipate a wash as reserves are used to finance CapEx. CapEx is currently not tied to budget but next year is expected to be. As a result, Reserves will be budgeted net of CapEx financing. Overall, finances appear in good shape relative to budgeted plan. Wade does an excellent job with receivables which looks appropriate, but these correctly do not present potential Bad Debt write-offs. As a result, Commissioners may feel discussions about legal collections & related write-offs are issues, but this aspect is factored into RHA's budgets and therefore monitored in financial analysis. Legal expenses are appropriate relative to budget. VL/PJ . . CapEx next, and then feed reserves.

2. LP Exit – Spoke to Robert and Renee and it looks like the end of April for the close. The New Entity replacing Boston Financial will have the same Board members as RHA Board. It is applying to the IRS for 501C3 non-profit status, which is expected to take some time to receive approval. Given that it is a new legal entity, it will require separate tax return each year. New Board will have separate Entity Meeting and Quarterly Meetings.

3. Rent Increases – Vin & Paul discussed REM's plan for 2024 Rent Increase evaluation with Robert and Renee developing analytics resulting from rent increase since July 1, 2023 and actual results and budgets thru 2024, will result in recommendation if RHA needs an increase this year. (See discussion in Management Update above)

**Tenant Commissioner:** No Report at this time.

## **Old Business**

Ballard Green Walkways – Will move forward with contractor and plans – reasonable accommodations will be made. VL/WR – Still looking to do grant for concrete.

Ballard Entrance - Delivery people still have issues finding appropriate units. .let's consider possible solutions

Emergency Plan – WR/JH having final meeting. When editing done, JH will review before presenting to the Board.

Prospect Ridge Cameras - Are arriving today. Added wiring at Congregate and Meadows to do parking area/dumpsters then to Gilbert Street Entrance and Carriage Barn. Mr. Liscio would like to see coverage when installation complete. PJ commented that some wanted cameras and lighting behind buildings but it was decided that we shouldn't do that immediately, let's see how what is installed works first.

WR/Congregate Gazebo – Roof needs redoing; suggestion we contact “Ridgefield Fathers” for help.

WR/Congregate back walkway – needs to be removed and sod brought in to replace and then add border trim around building.

CNA Update Focus on critical and non-critical in CNA report. Tower at Congregate – existing “stucco” is not real stucco but product to look like stucco. Recommend stucco for front, and then repair holes and re-stucco entire tower. VL taking a look at replacement items at Ballard, but also redoing units – maybe 8-10 per year. Much discussion related to this subject took place with many ideas. Still need more extensive discussion and firmer plans.

LP Exit: Will be Done by months end.

Refrigerator: Old out, new In. Grant from Lewis Fund very much appreciated. Net cost \$6K.

Solar or energy efficient moves along the way may offer decision on that OK.

Other: Power washing and Congregate Entrance and awning.

### **New Business**

None

Mr. Liscio then asked for a vote to adjourn meeting at 9:21AM

RHA Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

**Next Meeting April 17, 2024 at 7PM**

Minutes available in Hardcopy at REM Office, Gilbert Street, or outside REM Office at Prospect Ridge, or with this link on Town Site.

<https://www.ridgefieldct.org/housing-authority>

Audio Visual Link: [https://us06web.zoom.us/rec/share/Cq34Laj0T6Uyx5ztljB-zu-yZ4UOCqV2nkA4PtvMe1T6tDsp00\\_js7EHkKT3XrE.3Gh-rEQfBTCbKkEH](https://us06web.zoom.us/rec/share/Cq34Laj0T6Uyx5ztljB-zu-yZ4UOCqV2nkA4PtvMe1T6tDsp00_js7EHkKT3XrE.3Gh-rEQfBTCbKkEH)

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